



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

Commission of Architectural Review
Certificate of Appropriateness Application
900 E. Broad Street, Room 510
Richmond, VA 23219
804-646-6569

Property (location of work)
Property Address: 2211 Venable St Current Zoning: R-63
Historic District: Union Hill

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

Project Description (attach additional sheets if needed):

-new smooth horizontal cement (hardi) siding - Manufacturer Allura
 -New vinyl windows to match current vinyl windows - no grids
 -install wood tongue and groove decking on front porch with wood Richmond rail and wood turn posts
 -remove shutters (not original) -replace english basement door (blocked by steps from view)
 -New porch roof - black EPDM
 -New front steps- wood to match current

Applicant/Contact Person: Chris Coiner
 Company: Decem Design Build LLC
 Mailing Address: 1700 Bridgewater Ct
 City: Maidens State: VA Zip Code: 23102
 Telephone: (434) 9818822
 Email: chris@decemdesignbuild.com
 Billing Contact? Yes Applicant Type (owner, architect, etc.): owner

Property Owner: same
 If Business Entity, name and title of authorized signee: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: (____) _____
 Email: _____
 Billing Contact? _____
 Owner must sign at the bottom of this page

Acknowledgement of Responsibility

Compliance: If granted, you agree to comply with all conditions of the certificate of appropriateness (COA). Revisions to approved work require staff review and may require a new application and approval from the Commission of Architectural Review (CAR). Failure to comply with the conditions of the COA may result in project delays or legal action. The COA is valid for one (1) year and may be extended for an additional year, upon written request and payment of associated fee.

Requirements: A complete application includes all applicable information requested on checklists available on the CAR website to provide a complete and accurate description of existing and proposed conditions, as well as payments of the application fee. Applications proposing major new construction, including additions, should meet with staff to review the application and requirements prior to submitting. Owner contact information and signature is required. Late or incomplete applications will not be considered.

Zoning Requirements: Prior to Commission review, it is the responsibility of the applicant to determine if zoning approval is required. Application materials should be prepared in compliance with zoning.

Property Owner Signature: Date: 1/29/25

Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | alex.dandridge@rva.gov

Before You Submit

In advance of the application deadline, please contact staff to discuss your project, application requirements, and if necessary, to make an appointment to meet with staff for a project consultation. The CAR website has additional project guidance and required checklists: www.rva.gov/planning-development-review/commission-architectural-review.

Application deadlines are firm. All materials must be submitted by the deadline to be considered at the following Commission meeting. Designs must be final at the time of application; revisions will not be accepted after the deadline. Incomplete and/or late applications will not be placed on that month's agenda.

Submission Requirements

Please submit applications to staff via email with the project address in the subject line. Submit the following items via email to staff:

- One (1) signed and completed application (PDF) – property owner signature required.
- Supporting documentation, as indicated on the checklist, which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. Payment of the fee must be received before the application will be scheduled. An invoice will be sent via the City's Online Permit Portal. Please see fee schedule available on the CAR website for additional information.

A complete application includes a signed application form, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in the City Code of Ordinances Sec. 30-930.6(b). The Commission will not accept new materials, revisions, or redesigns at the meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff, Commissioners, and public notice, if required.

Meeting Information and Application Due Dates

- The Commission meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- Application hearings start at 4:00pm. Meetings are held in person at City Hall in the 5th floor conference room. Participation via Microsoft Teams is available. It is strongly recommended that at least one person, either the owner or applicant, attend the meeting in person.
- All applications are due at 12 noon the Friday after the monthly CAR meeting, except in December, when applications are due the following Monday. For a list of meeting dates and submission deadline dates for each meeting please visit www.rva.gov/planning-development-review/commission-architectural-review or contact staff.
- Revisions to applications that have been deferred or conceptually reviewed at a CAR meeting can be submitted nine (9) business days after that meeting in order to be reviewed at the following meeting. Please contact staff to confirm this date.
- New construction will be required to go through a conceptual review. The conceptual review is non-binding.
- Applicants are encouraged to reach out to any relevant civic associations and immediate neighbors for new construction or large-scale projects prior to submitting to the Commission of Architectural Review.



CERTIFICATE OF APPROPRIATENESS

ALTERATION AND ADDITION CHECKLIST

Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: 2211 Venable St.

BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- roof
- awning or canopy
- commercial sign
- ramp or lift
- other

WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: attach specification sheets if necessary

PHOTOGRAPHS place on 8 1/2 x 11 page, label photos with description and location (refer to photograph guidelines)

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

DRAWINGS (refer to required drawing guidelines)

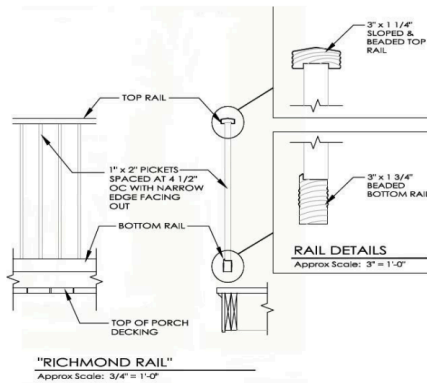
- current site plan
- proposed site plan
- current floor plans
- proposed floor plans
- legal "plat of survey"
- list of current windows and doors
- list of proposed window and door
- current roof plan
- proposed roof plan
- current elevations (all sides)
- proposed elevations (all sides)
- demolition plan
- perspective and/or line of sight

2211 Venable St application

Front porch

- reinstall new front porch decking with wood tongue and groove decking painted to match current color
- install new wood turned posts on front porch
- install wood Richmond rail on front porch
- install black EPDM on porch roof
- front steps to be replaced with 5/4x6 wood decking boards to match current steps and painted. White risers to match existing

A - "Richmond Rail"



Current house below



Example of posts



Siding

-install new allura fiber cement siding - color to match current color on home

-remove shutter (not original)

-horizontal smooth - no bead

<https://allurausa.com/products/lap-siding/smooth-lap/primed>

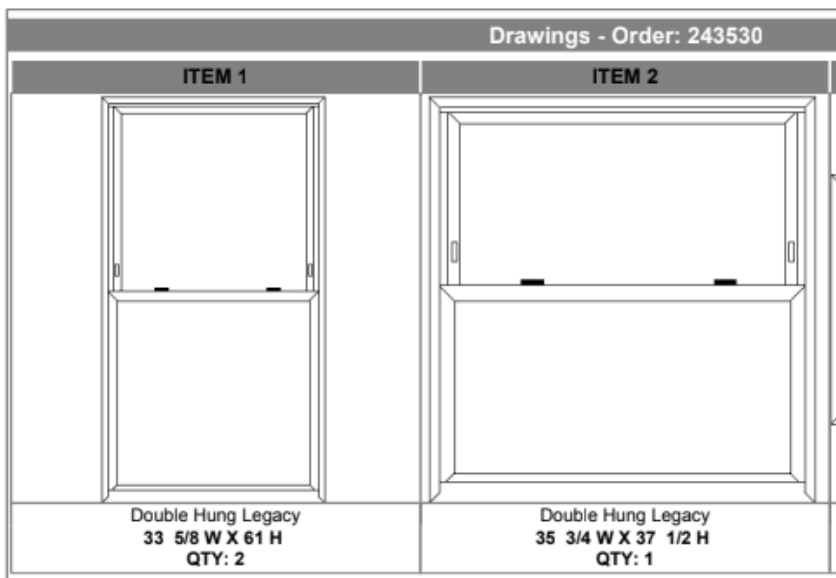
A screenshot of the Allura website product page for Smooth Lap siding. The page features a large background image of the siding. At the top, there is a navigation bar with the Allura logo and links for Products, Gallery, Resources, Where To Buy, and a red Sample Request button. Below the navigation bar, there is a product description for Smooth Lap siding, which states that it is manufactured to look like smoothly sanded and freshly painted wood with a variety of exposures. The page also includes a color selection tool with a grid of color swatches and a 'View sizes' button. A 'Product Variations' dropdown menu is visible, showing 'Traditional Lap' and 'Smooth Lap' options.

Windows and Doors

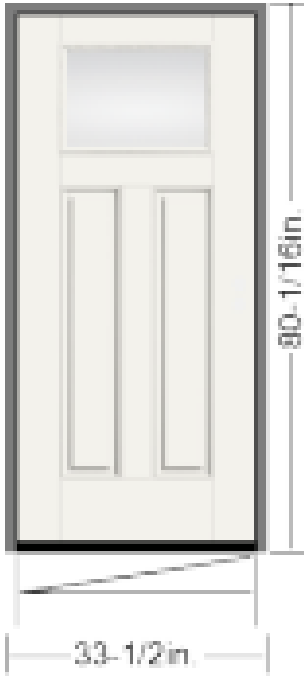
-install new vinyl windows with no grids to match current windows - white

-Vinyl Kraft

-replace english basement door with the door slab pictured. Basement door isn't visible since it's located under stairs and behind lattice



English basement proposed door slab



As Viewed From
Outside

Front porch roof framing and layout

- replace existing rotted front porch roof framing with new framing to match existing pitch, layout, size, etc
- black EPDM roof membrane
- White vinyl bead board on porch ceiling to match previous
- porch beam to be wrapped in white metal to match previous

